

Rec Mgt 9-3-1

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Inventory of Filing Equipment (as of 30 June 1954)

1. The attached exhibits attempt to show in brief form the number of pieces and value of filing equipment in use in the Agency (US only). The figures are shown by type of equipment, i.e., visible index, card cabinets, etc. with a more detailed breakdown of correspondence type file cabinets.

2. Exhibit 1 shows the filing equipment, by type, used in the Headquarters installation. Exhibit 2 shows the same information for [redacted] Exhibit 3 shows the quantity and value of this equipment procured by the Agency in fiscal year 1954. Exhibit 4 shows the number of combination lock cabinets in use.

3. The inventory does not show the offices to which this equipment is charged. Most of it is charged to the different Building Supply Offices. For instance, the Building Supply Officer for Buildings I, J, K and L is charged with 2650 4 drawer, legal size, combination lock, safe file cabinets at a value of \$629,083.50. This equipment is actually in use by the offices physically located in these buildings. A check with the Building Supply Officer's reveals that they have no records to show the offices having this equipment.

4. Exhibit 1 shows that a total of 12,574 items of equipment at a value of \$2,372,572.26 are in use in the Headquarters installation of the Agency. Of this amount, 9,697 items at a value of \$1,795,941.35 represent correspondence type filing equipment. The most significant figures, however, are those for 4 drawer, legal size, combination lock, safe file cabinets. There are in the Headquarters installation of the Agency alone, 6,293 of these cabinets at a value of \$1,493,895.27.

5. The Records System Branch is developing a series of projects to ensure the complete and efficient utilization of all types of filing equipment. Initially this program will cover only correspondence type file cabinets since this is the area which has the most potential. Further projects for the control of other types of filing equipment such as visible index, card and microfilm cabinets will be initiated as soon as this Branch is in a position to assume this responsibility.

6. The initial project will provide for the review and approval of all requisitions for correspondence type file cabinets by the Records Management Division and/or Area Records Officers. This review will probably consist of an inspection of the office's records to determine if an "effective" records management program is in operation. In this way the "effectiveness" of the program can be gauged and a set of guides for approving and disapproving such requests, based on actual experience, can be prepared for use by the Area Records Officers at a later date. It is proposed that this review initially be accomplished by personnel of the Records Management Division and later delegated to the Area Records Officers.



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Attachments

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